

CA JASHRAJ JAIN

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Key Skills

General Accounting / Reconciliations

High Stake Negotiations & Decision Making

Accounts Receivables / Payables

Audits (ISO/ Statutory/ Internal)

Financial Modelling/ Analysis

Budgeting & Reporting/ Cost Control

Risk Assessment & Mitigation

Reporting & Documentation

SOP & Policy Formulation

GST VAT/ST/TDS/ PF/ ESI Compliance

Finance & Accounts Professional

A competent professional with nearly 7 years (with 3 years of articleship) of extensive experience in spearheading entire **Finance/ Account / Taxation** with focus on achieving business growth objectives within turnaround & rapid changing environment, targeting assignments with an organisation of repute



Profile Summary

- ➊ **Custodian of financial analysis and steering overall accounting** & audit operations for the organization including SOX, collections, purchase, contract compliance, receivables, deposits, disbursements, payroll, fixed assets & inventory based on analysis of Hotel industry
- ➋ Arranged working capital finance to support **fund requirement including generation of CMA projections**, rigorous follow-ups and meetings with banks
- ➌ Strategized and **executed monthly / quarterly / annual closure schedules**; drafted financial statements after making **local GAAP audit** as well as administered the monthly closing process
- ➍ Possess knowledge of **Accounting Standards, IFRS, Companies Act, Income Tax Act, GST Law and CARO- 2003**
- ➎ Ensured seamless execution of **GST implementation** and actively engaged in identifying the impact (financial and business) of GST
- ➏ Proficient in developing and analysing various **internal controls, and formulating MIS reports** for top management; working on development of sales / demand and **P&L forecasts**
- ➐ **People manager** with exceptional skills in managing big size teams and mentoring them for professional growth

Career Timeline

Mehta Singhvi & Associates,
Mumbai as
Internal Auditor

Dec'10-Jan'12

Regent Palace
Hotel (Ramee
Group), Dubai as
Finance Manager

Apr'15 - Apr'16

Snowcem India
Private Limited,
Mumbai as
Manager- Finance
and Accounts

Apr'12- Oct'13

Grand Hometel
Hotel – Sarover
Group, Mumbai as
Finance Manager

Jun'14-Apr'15/ Nov'16 to Present

Work Experience

Jun'14-Apr'15/

Nov'16 to Present

Delivered cost reduction through effective vendor negotiations and identifying the additional expense

Augmented the sales renovating the ambience of banquets and planning the complete menu basis customer feedback and preferences

Developed rolling forecasts for cash flow, profit & loss projections for review by management; undertook risk and return analysis, sensitivity analysis for the short and long term

Ensure timely deposition of statutory dues; Preparation & filing of statutory returns - TDS, VAT, Service Tax and GST

Apr'15-Apr'16

Participated in monthly performance review meeting along with Chairmen and General Manager

Conducted Costing Analysis for each Purchased Items/Ratio Analysis

Previous Experience

Grand Homotel Hotel – Sarover Group ,Mumbai

Finance Manager

Key Result Areas:

- ➊ **Steering overall financial operations encompassing accounting, annual audit, budgeting, reporting, consolidation of financial statements** and other financial functions while adhering to accounting principles, and standards
- ➋ Generated financial forecasts, mid-quarter estimates and business plans, **monthly billing analysis based on analysis of Hotel industry** trends; prepared analytical interpretations as requested
- ➌ Spearheading all **financial transactions, reporting and policies including general ledger maintenance, accounts payable & receivable**, balance sheet reconciliations, project accounting and capitalization of assets
- ➍ Generating **MIS reports** to provide feedback to the management on statements for purchase, budget, cash and fund flow and so on
- ➎ Establishing internal control disciplines throughout the region towards maintaining integrity and accuracy of financial reports; managing preparation and **implementation of SOPs** for adequate control
- ➏ **Managing Treasury function with responsibilities including long & short-term funding, credit control, foreign exchange management**, economic & industry comparisons, business MIS and reviews, strategic & annual planning
- ➐ Completing **various types of audits** within time and cost parameters; preparing audit reports to highlight shortcomings and implementing recommendations

Regent Palace Hotel (Ramee Group), Dubai as Finance Manager (5 Star/4 Star/3 Star/Apartment Properties)

Key Result Areas:

- ➊ **Drove overall functions pertaining to general accounting**, audit, notes to accounts, reporting (CARO-2003), reconciliations and accounts receivables / payables
- ➋ Directed the complete Bank Reconciliation, Vendor Reconciliation, Payroll Processing, Intercompany reconciliation and Update Fixed Asset
- ➌ Review of Budget and **MIS report (Correct Estimate and Proper Projection)** and deviation /variance and shared the same with senior management
- ➍ Reviewed monthly **food, beverage, liquor and wine cost reports along-with variances**
- ➎ Liaised with statutory and internal auditors and addressed the queries raised by them
- ➏ Undertook master updation in software due to changes in menu price; addition or deletion of items Review of POS reports on periodic basis - modify settlement, void, split bill and complimentary and reprint KOT/Bill & time difference between bill presented and settled
- ➐ Computed monthly material transferred between the kitchen, restaurant and bar, separately
- ➑ Negotiated payment terms with vendors/ suppliers which generated financial gains though cash discounts

Apr'12-Oct'13 with Snowcem India Private Limited, Mumbai

Manager - Finance and Accounts

Role:

- ➊ Managed statutory & internal audit of company upto finalization of account
- ➋ Followed-up for collection based on credit period and Cheque Bounce issues with regional/branch manager
- ➌ Attained sales order approval (Branches)and debtors collection overdue more than 60 days

Articleship

Education

Extracurricular Activities

IT Skills

Personal Details

- Administered VAT, Service Tax, Excise Matter, Tax Audit; assisted income tax assessment matter

Dec'10-Jan'12 with Mehta Singhvi & Associates, Mumbai **Internal Auditor**

Role:

- Conducted Internal Audits of:
 - Veerayatan Vidayapeeth Limited (Kutch visit)
 - International Biotect Park Limited (Calcutta visit)
 - Kisan Irrigation Private Limited
 - Vaishnav ISPAT Private Limited
 - Vaishnav Industries Private Limited
- Executed Statutory Audits of:
 - Metal Meccanica Fracasso India Private Ltd.
 - Skydomes India Private Limited
 - Drilbits International Private Limited
 - Rooflight System (Proprietor)
- Performed Tax Audit of:
 - Skydomes India Private Limited
 - Rooflight System (Proprietor)

Mar'07- Mar'10 with M/s S.R. Loonker & Company, Jodhpur **Article Assistant**

(A Chartered Accountant firm)

- Chartered Accountant from ICAI in Nov'11
- B.Com. from Jai Narain Vyas University, Jodhpur in 2004
- 12th from Board of Secondary Education, Rajasthan in 2001
- 10th from Board of Secondary Education, Rajasthan in 1999

Certification:

- Diploma in Tax Practice Management Examination from J.N.V. University in 2008
- Bagged First Prize in Carrom from Central India Regional Council of CA Institute, awarded in June 2009 at Kanpur
- Actively participated in various social activities like Blood Donation Camp

- Windows and MS Office Applications
- MS Dynamics
- SAP-FICO/ Tally ERP 9
- IDS Software

Other Course:

- Attended 250 hours Computer Training Course as prescribed by Institute of Chartered Accountants of India

Date of Birth: 21st January, 1982

Languages Known: English, Hindi and Marwari

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